



**Policy:** 4010  
**Procedure:** 4010.04  
**Chapter:** Classification and Case Management  
**Rule:** Juvenile Classification

**Effective:** 10/12/07  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall have a classification system for all juveniles, whether newly committed, re-committed, re-awarded or revoked. This system shall ensure proper classification of juvenile needs while in secure care. Juveniles who have successfully completed the Reception, Assessment, and Classification (RAC) program shall be moved according to needs and special circumstances due to institution population.

### **Rules:**

1. By day 14 of the juvenile's arrival, the **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) YOUTH PROGRAM OFFICER III (YPO III) CASEWORKER** shall ensure that the Youthbase Housing Unit Differential offers a suggested path in the juvenile's assignment by entering the following information into Windows Youthbase:
  - a. The Juvenile Biographic Information in accordance with procedure 4010.01 Juvenile Reception and Screening;
    - i. County of Commitment Administrative Authority.
  - b. The Juvenile's Offense History in accordance with Procedure 4010.02 Juvenile Assessment; and
  - c. The Criminogenic and Protective Factors Assessment (CAPFA) information in accordance with Procedure 4200.02 Criminogenic and Protective Factors Assessment.
2. The **RAC YPO III CASEWORKER** shall:
  - a. Coordinate RAC meeting place, time and agenda;
  - b. Send notifications to each MDT member within seven days of the juvenile's arrival, utilizing the Windows Youthbase Scheduler and the type designated Meeting; and
  - c. Schedule meeting duration with ample time to discuss all juvenile requiring placement (juveniles that will be departing RAC).
3. The **RAC COORDINATOR and RAC MULTIDISCIPLINARY TEAM (MDT)** shall:
  - a. Review the suggested path given by the Windows Youthbase Housing Unit Differential, 14 days after the juvenile's arrival into the RAC program; and
  - b. Review all screening and assessment results in accordance with Procedure 4200.00 Behavioral Health Screening and Assessment.
4. On or about the 18<sup>th</sup> day of the juvenile's arrival, the **RAC COORDINATOR AND RAC MDT** shall meet and discuss treatment and classification placement in the weekly scheduled RAC Placement Meeting:
  - a. The **MDT** shall be comprised of assigned RAC personnel that have assessed the juvenile since admission;
  - b. The **RAC YPO III CASEWORKER** shall invite the following individuals who are required to attend:
    - i. The RAC Coordinator or designee;
    - ii. The assigned Unit Manager;
    - iii. The assigned Psychological Associate or the RAC Psychologist;
    - iv. The assigned RAC YPO III Caseworker;
    - v. Medical personnel; and
    - vi. Other employees as necessary per needs of the juvenile discussed:
      - (1) The assigned Parole Officer;

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- (2) Parent(s)/Legal Guardian(s); and
  - (3) Education personnel.
- 5. The **RAC YOUTH PROGRAM SUPERVISOR (YPS)** shall:
  - a. Be the designated Chairperson for the MDT meeting in accordance with Procedure [4200.07](#) Multidisciplinary Team (MDT); and
  - b. Facilitate the administrative portion of the meeting.
- 6. The **MDT AND THE RAC COORDINATOR** shall discuss and plan the establishment of a treatment placement, based on the following information:
  - a. Clinical assessments;
  - b. CAPFA; and
  - c. Needs Prioritization:
    - i. To identify juvenile high to moderate dynamic risk areas that shall be chosen for the Continuous Case Plan (CCP) goals once the juvenile is placed in his/her treatment unit.
  - d. Dynamic Risk Instrument (DRI):
    - i. To identify juvenile Low, Medium, or High dynamic risk to re-offend areas that shall be addressed after placement of the juvenile to a particular housing unit; and
    - ii. To assist in determining internal security measures for juveniles and in identifying Community Corrections juvenile needs to reduce recidivism.
  - e. Individual circumstances relating to safety, security, victimization or court order; and
  - f. Windows Youthbase Classification Differential placement recommendation in the CAPFA, Risk Domain.
- 7. The **MDT AND THE RAC COORDINATOR** shall:
  - a. Conduct the RAC Placement Committee Meeting;
  - b. Assign the juvenile to the treatment unit that will better address his/her needs;
  - c. Assign the juvenile to the institution and specific unit which meets his/her treatment needs using the following guidelines:
    - i. Determine the housing unit for juveniles with Mental Health needs in accordance with Procedure 4200.04 Mental Health Classification;
      - (1) Meets Level 1 or Level 2 with Mental 1, 2 or 3.
    - ii. Determine the housing unit for juveniles with Sexual Offense needs by:
      - (1) Adjudication for a Sexual Offense;
      - (2) Juvenile Sex Offender Assessment Protocol-II (J-SOAP-II):
        - (a) Low (0-9);
        - (b) Moderate (10-23);
        - (c) High (24-56).
      - (3) County of Commitment;
      - (4) Male juveniles from Apache, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pinal, Yavapai or Yuma counties shall be placed at Adobe Mountain School (AMS) Journey;
      - (5) Male juveniles from Pima, Cochise or Santa Cruz counties shall be placed at Catalina Mountain School (CMS) Mesquite.
  - d. Determine Housing units for juveniles with substance abuse needs utilizing;
    - i. Substance Abuse Treatment Manual;
    - ii. Severity levels;
      - (1) Dependence:
        - (a) Without Mental Health classification levels;
        - (b) Mental Health Level 2 and Co-occurring Disorders;
        - (c) Mental Health Level 3.
      - (2) Abuse:
        - (a) Without Mental Health classification levels;
        - (b) Mental Health Level 2 and Co-Occurring Disorders;

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- (c) Mental Health Level 3.
  - iii. County of Commitment:
    - (1) Male juveniles from Apache, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pinal, Yavapai or Yuma counties shall be placed at AMS Freedom;
    - (2) Male juveniles from Pima, Cochise or Santa Cruz counties shall be placed at CMS Recovery.
  - e. Determine Housing units for juveniles with needs that do not meet criteria for any of the other designated units and place them in Core Housing Units;
  - f. Determine location by:
    - i. County of Commitment:
      - (1) Place male juveniles from Maricopa county at AMS;
      - (2) Place male juveniles from Apache, Coconino, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Yavapai or Yuma counties at Eagle Point School (EPS);
      - (3) Place male juveniles from Pima, Cochise or Santa Cruz counties at CMS;
  - g. Determine placement, due to override of county of commitment on a case-by-case basis.
- 6. Each invited **MDT MEMBER** shall provide the following staffing information and disseminate it to the YPO III prior to the staffing if they are not able to attend:
  - a. Recent medical information;
  - b. Restrictions/Limitations/Accommodations; and
  - c. Other pertinent information that may affect placement decision.
- 7. The **RAC COORDINATOR OR DESIGNEE** shall:
  - a. Facilitate discussion of individual juvenile placement with recommendations from the MDT:
    - i. The **RAC PSA, PSYCHOLOGIST, OR OTHER QUALIFIED EMPLOYEE** shall present Clinical information.
  - b. Be the authority at that meeting in making placement decisions;
  - c. Weigh the information and recommendations:
    - i. Place juvenile in designated differential unit, unless an override is requested; and
    - ii. Make jointly decisions on appeals with the Clinical Services Administrator, Classification Administrator and the Substance Abuse Treatment Coordinator if necessary.
  - d. Record the meeting results and placement decision for individual juvenile on Form 4010.04A RAC Classification Placement Decision Summary;
  - e. Record the placement decision, and any override information in Windows Youthbase; and
  - f. Distribute the placement decision and other information by day 19 to the facility, housing unit/MDT Team, Medical, Education, and other pertinent individuals.
- 8. If there are instances where the Windows Youthbase Housing Unit Differential Program does not suggest a path for a juvenile to a specific institution or housing unit, or the specified institution or housing unit is at capacity, the **RAC COORDINATOR** shall:
  - a. Follow the protocols for a RAC override; and
  - b. Choose the override option if there is any other reason which is not conducive to the staff/juvenile's safety/security in the gaining housing unit or if there are exceptional circumstances where a juvenile cannot be housed in a specific institution or housing unit.
- 9. The **RAC YPO III CASEWORKER** shall:
  - a. Explain all aspects of the diagnostic information and staffing in detail to the juvenile and family members;
  - b. Record the MDT meeting results on Form [4200.07A](#) MDT Weekly Meeting Notes;
  - c. Distribute and file Form [4010.04A](#) RAC Classification Placement Decision Summary in accordance with Procedure [1120.01](#) Distribution and Organization of Records to the Master File.

10. The **RAC YOUTH PROGRAM SUPERVISOR (YPS) and RAC COORDINATOR** shall:
  - a. Ensure these processes are followed by the RAC YPO III Caseworker;
  - b. Run a weekly Youthbase Housing Unit Differential Program Report for auditing reasons; and
  - c. Follow-up when processes are not conducted in accordance with this procedure.
11. **YOUTH CLASSIFICATION/CASE MANAGEMENT FROM THE DIVISION OF PROGRAMS & INSTITUTIONS** shall:
  - a. Do quality control auditing and reports on this complete process; and
  - b. Give these reports and information to the RAC Coordinator and the RAC Administrator on a periodic basis.
12. The **CLASSIFICATION ADMINISTRATOR OR DESIGNEE**, shall ensure that a juvenile remains in their assigned treatment unit until released, unless any of the following circumstances apply:
  - a. Safety and security reasons only with approval of the Director, Deputy Director or Assistant Director of Programs and Institutions;
  - b. Juveniles having specialized needs regarding disability; and
  - c. Special circumstances between institutions that must be approved by the Director, Deputy Director or Assistant Director of Programs and Institutions.
13. The **CLASSIFICATION ADMINISTRATOR OR DESIGNEE** shall provide a Classification flow chart and algorithm with specific guidelines of the classification system.
14. The **CASE MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall incorporate the classification system into the Case Management Standards. The **STAFF DEVELOPMENT DIVISION** shall train ADJC personnel on all the functions of case management.

Signature Date:

Approved by Process Owner:

(Signature with Credentials)

**Terry Villars, Classification and Case Management  
Administrator**

(Printed Name of Signatory)

Effective Date:

Director's Initials